

ASSISTANT FIRE CHIEF

(Promotional Class)

DISTINGUISHING FEATURES OF THE CLASS

This class encompasses a responsible administrative and supervisory position, the major duties of which consist of managing the department operations, and assisting the Fire Chief with the planning and administration for the department. The Assistant Fire Chief provides for employee supervision, training, public relations, fire prevention activities, the management of departmental records, and the maintenance and repair of departmental property and equipment. The employee of this class performs the duties of incident commander at the emergency scene until relieved by the Fire Chief. The Assistant Fire Chief is responsible for overseeing the operations of the department in the absence of the Fire Chief, and performs regularly assigned duties with a high degree of independence, having work reviewed by the Fire Chief. This class ranks directly below that of Fire Chief.

EXAMPLES OF WORK

Examples listed below are illustrative only. They are not intended to include all duties which may be assigned, neither are they intended to exclude other duties which may be logical assignments to this class.

Manages the operation of the department in the absence of the Fire Chief. Participates in the research and planning for programs and activities of the department. Conducts inspections of and observes department operations. Keeps informed on modern fire fighting methods and administrative practices.

Supervises department employees by assigning work schedules and work and duty areas. Oversees and evaluates work performance of subordinate employees. Discusses work performance with subordinate employees. Provides assistance to subordinates in technical areas of work. Resolves employee conflicts, counsels employees experiencing work problems, and maintains discipline.

Develops a program for and oversees department training. Provides for regular employee training, and personally trains personnel by conducting formal classroom training, drills and evolutions, and "on-the-job" training.

Directs and supervises the activities of subordinate employees at the scene of an emergency, including size-up; rescue; forcible entry; fire extinguishment; ventilation; salvage and overhaul; protection of exposures; pump operations; and emergency medical services; and hazardous materials. Takes charge of all safety procedures, and provides for the needs of emergency scene personnel. Coordinates the work of fire fighting and law

enforcement personnel.

Makes decisions concerning what information should be included in all records of the department and determines in what form this information should be kept. Provides for the maintenance of all department records, records of activity, inventory records, or any other records which may be required. Personally completes any forms and records assigned, including payroll records and fire reports. Compiles and organizes data needed for reports.

Answers questions for the public about the operation of the department or other related areas of emergency services. Writes letters in answer to written or oral requests addressed to the fire department or needed to handle problems or to address other needs of the fire department. Informs the public about fire department work by means of talks, demonstrations, or distribution of literature to the public. Coordinates special projects related to public relations or the image of the fire department. Acts as a consultant for volunteer fire departments in surrounding areas.

Enforces fire prevention codes, personally inspects and directs inspections of buildings. Investigates the causes, origins, and circumstances of fires occurring within the jurisdiction. Secures the scene of a suspected arson fire to preserve evidence. Assists arson investigation personnel who may take charge of the fire investigation.

Supervises the general care and maintenance of equipment, property and supplies. Directs the testing of equipment to see that it meets applicable standards.

Performs related duties as assigned.

QUALIFICATION REQUIREMENTS

Unless otherwise specified, all requirements listed below must be met by the filing deadline for application for admission to the examination.

Must meet all requirements of the Municipal Fire and Police Civil Service Law, including being a citizen of the United States and of legal age.

After offer of promotion, but before beginning work in this class, must pass a physical examination, the selection and administration of which shall be authorized by the Appointing Authority, designed to demonstrate good health and physical fitness sufficient to perform the essential duties of the position, with or without accommodation.

Must be a regular and permanent employee in the class of Fire Captain immediately preceding filing deadline for admission to exam.

Must possess a valid driver's license.

DO	04-03-73
Rev	03-30-89
	06-23-94
	11-28-94
	09-24-96
	11-03-10
	09-05-12